



BULLETIN

Volume 9, Issue 2

November, 2003

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Risk Management Division:

General Information:

(701) 328-7580
rminfo@state.nd.us

Loss Control:

(701) 328-7582

Workers Compensation:

(701) 328-7583

Office Fax:

(701) 328-7585

Website:

www.state.nd.us/risk/

Risk Management Division

Mission Statement

To protect the assets of the State of North Dakota - its people, property, and financial resources - so that the State can continue to meet its obligations to its citizens.

Life Safety Issue addressed by RM Fund Discount Program

In order for State entities to qualify for the full 10% contribution discount the Risk Management Division has required documentation of established policies and procedures to address fire emergencies. It is time to enhance that portion of the program.



Because a number of state owned buildings are not sprinklered there is a greater potential for a significant - possibly life threatening - loss due to fire.

Unfortunately, in some office areas employees burn candles or use appliances that are not URL compliant. Item number 7 of the Discount Program Application asks

if your Loss Control Committee conducts at least annual inspections of your facilities using checklists similar to those found in subsection 4.3 of the Risk Management Manual. Effective July 1, 2003, item number 7 on the application form will be supplemented with the following question. Do you confirm that your entity complies with your facility

policies regarding the use of flammables, microwaves, refrigerators, small appliances, heaters, etc.? Failure to be able to affirm compliance will disqualify your entity discount by 2%.

In addition, compliance with

item 7 of the RM Fund Discount Program addressing fire hazards, may result in savings for property insurance premiums.

Effective July 1, 2003, item number 7 on the application form will be supplemented with the following question. Do you confirm that your entity complies with your facility policies regarding the use of electric appliances including microwaves, refrigerators, small appliances, heaters, etc.?

FLEX TRAINING DEVELOPMENTS:

December - a system update that will help streamline the log-in process.
January - New training courses including one on Harassment in the Workplace.



Update

Web site :
www.state.nd.us/COG

We are pleased to announce that the web based Living Disaster Recovery Planning System (LDRP) software has finally arrived and the configuration process has been completed. That means we are now scheduling the training for representatives from *all state entities* on the development of COOP Plans.

Your entity's COG contact will probably be the person attending the training on the LDRPS. As a part of the training they will not only learn how to use the software to develop your entity's COOP plan, but also they will need to set security for LDRPS – that means determine who from your entity should have access to this software to assist in the COOP process. If larger agencies feel the need to train more than one person on this process, please let Janell Quinlan, the COG/COOP Project Manager, know. She can be reached at 328-8104 or jquinlan@state.nd.us.

Scheduling for the training was prioritized by the determination that: 1) the entity was essential to the State COG plan; 2) the entity has a role in the State Emergency Operations Plan; 3) all other entities. Please review the following to see when your agency has been scheduled.

December 8-12, 2003: Aeronautics Commission, Civil Air Patrol, Electrical Board, Department of Financial Institutions, Forest Service, Geological Survey, Housing Finance Agency, Indian Affairs Commission, Industrial Commission, Department of Insurance, Municipal Bond Bank, National Guard, Plumbing Board, Public Service Commission, Supreme Court, Tax Department, University System

January 5-9, 2004: Auditor, Arts Council, Education Standards and Practice Board, Department of Labor, Game & Fish, Historical, Land Department, Office of

Optometry, Board of Pharmacy, Private Investigation and Security Board, Protection and Advocacy Project, Public Employees Retirement System, Retirement and Investment Office, School for the Deaf, Secretary of State, Securities Department, State Investment Board, State Library, Teacher's Fund for Retirement, Treasurer

February 2-6, 2004: Office of Administrative Hearing, Seed Department, Department of Veteran's Affairs, Wheat Commission, Dickinson State University, Mayville State University, Minot State University, Valley City State University, West Central Human Service Center, Lake Region Human Service Center, Badlands Human Service Center, Southeast Human Service Center, Northeast Human Service Center, South Central Human Service Center, North Central Human Service Center, Northwest Human Service Center, Developmental Center, State Hospital, Supreme Court

March 8-12, 2004: Bismarck State College, Lake Region State College, Williston State College, State College of Science, Minot State University – Bottineau, Central Services, Children's Services Coordinating Committee, Department of Career and Technical Education, Mill & Elevator, ND Veteran's Home, Parks & Recreation, School for the Blind. Other entities that need additional people trained— first come first served basis.

April 12-16, 2004: OMB-Human Resources, Department of Public Instruction, Board of Nursing, State Fair and other entities that need additional people trained - first come first served.

The training is held at the Corporate Continuing Education Computer Lab at BSC.

TIPS FOR DEVELOPING YOUR COOP PLAN

Keep in mind that many of the tasks that are part of our ongoing operations are now being handled by possibly one person with the help of a piece of equipment when in the past, that
 (continued on page 4)



Loss Control Tools

(The following is copied with permission from State Fleet Services' November 2003 Safety Alert.)

Fall is a time of transition. We go from long days to long nights, from good roads to bad, and from summer to winter. With the passing of October the transition is nearly complete. November usually brings winter along with it, according to the weather if not the calendar.

As the season changes from summer to winter, our driving behavior should change as well. The following information is offered to help you get back into the winter driving mode.

1. Slow down. If there is any question about road conditions, slower is better.
2. Be alert to changing road conditions. Late fall and early winter storms often begin with rain or a rain and snow mix at just above freezing temperatures. A slight drop in temperature can cause roads to become slick gradually and cause problems for unwary drivers.
3. Remember that bridge decks and pavement over culverts can become slippery before there is any indication of danger on the rest of the road.
4. NEVER use cruise control if there is any potential for slippery road surfaces.
5. Put winter survival kits in your vehicles. There have been spectacular weather changes in November – days that began balmy and summer-like have ended in a raging blizzard.
6. If you haven't already done so, make sure your vehicle is ready for winter. Make sure battery terminals

are clean and tight. Make sure anti freeze is good to at least 40 below and the cooling system is free of leaks. Tires should be All Season or M+S with adequate tread depth. Keep a bucket of sand or kitty litter, a set of jumper cables and a shovel in the vehicle, along with a window scraper and brush.

7. All State Fleet motor pool vehicles have been equipped with a shovel, scraper/brush and extension cord in preparation for winter travel. Check to be sure these items are in your vehicle before you begin your trip.

Winter comes every year. Sound judgment, coupled with a little preparation, care, and attention to detail will give us the best chance to get safely through another one.

NOVEMBER THEME— SHORTER DAYS, LONGER NIGHTS

Along with colder weather, November brings shorter days and longer nights. There are twice as many fatal accidents at night as there are during the day. Please consider the following tips for driving during this time of increased danger.

1. Before driving your vehicle, check to make sure the lights, front and rear, are functioning properly.

2. The North Dakota Rules of the Road handbook says to turn on your headlights from sunset to sunrise, or whenever visibility is less than 1,000 feet. One of the most effective and inexpensive safety measures you can use is to have your headlights on anytime you are driving.

3. Never "overdrive" your headlights. Speeds safe in daylight may not be safe at night. Make sure you can stop within the distance illuminated by your lights.

4. Be particularly cautious when rounding curves or turning corners. Headlights do not shine around curves or corners.

5. Never look directly at the

(continued on page 4)

RMWCP UPDATE



YOU AND YOUR COMPUTER WORKSTATION

Do you spend a good portion of your day working on a computer? If so you may be at risk for one of several keyboarding injuries which include tendonitis, carpal tunnel syndrome, and other repetitive motion injuries. That's the *bad news*. The *good news* is that there are several steps you can take to substantially reduce your risk. Those steps include:

WATCH FOR SIGNS OF INJURY

Think about how you feel when you are sitting at your workstation and after work at the end of the day. Do you have any nagging aches and pains? Are your wrists sore? Do your fingers tingle? Do you have sore eyes or headaches?

If you answered yes to any of these questions you and your workstation may not be a good fit.

Keep in mind that repetitive strain injury can be caused by a combination of bad posture, repetitive motion, poor workstation design, and uncorrected vision. Signs and symptoms can appear gradually, or over a period of weeks, months, or years.

SIT TALL AND MOVE ABOUT

Good posture is important. Sitting tall with relaxed shoulders and elbows by your sides, will not only make you more comfortable but will also reduce your risk of injury. Remember to take breaks. Any posture you hold for a long time will result in fatigue or discomfort. *So, whenever possible, stand up and move around. Stretch.* This will allow you to rest your muscles and minimize the tension on your body.

SPEAK UP

If you have concerns, speak with your supervisor and or call Risk Management at 328-7583.

ADJUST YOUR CHAIR

Most importantly your chair should feel comfortable. When you sit down make sure your lower back is fully supported, and your feet are resting on the floor or a footrest. Also make sure your chair is the right height. Your forearms should be parallel to the floor and just clear the top of your work surface.

CHECK YOUR MONITOR

Make sure the top line of text on your screen is at eye level and the screen is between 18 and 26 inches away. If you wear bifocals, trifocals, or progressive addition glasses your monitor will have to be 4 to 5 inches lower.

CHECK YOUR KEYBOARD

You should be able to keep your wrists straight while keyboarding. If you cannot, adjust the height of either your chair or your keyboard. And, if you drop your palms or wrists while typing, try using a wrist support.

TAKE A LOOK AT YOUR MOUSE

Keep your mouse at the same height and as close to your keyboard as possible. When using the mouse, keep your wrist straight and try to use your whole arm not just the wrist or elbow.

Risk Management Division

Century Center
1600 East Century Avenue, Suite 4
Bismarck ND 58503-0649

CHECK IT OUT!!

Please check your address label.
Report any corrections to our office.

BULLETIN

Tools — (continued from page 3)

headlights of an oncoming vehicle. Instead, look slightly down and to the right, to the edge of the road.

6. Use low beams when you are within 500 feet of an approaching vehicle or within 300 feet of a vehicle you are behind.

7. Use low beams when driving in dense fog or heavy snow.

8. If you must stop along the side of the road, identify your location to other drivers by turning on your 4-way hazard flashers.

9. Never drive when fatigued. Fatigue impairs vision and ability, and is a major cause of nighttime accidents.

Tips— (continued from page 2)

task was manually being done by maybe three or four people. That means we may have only one person who knows what needs to be

done in order to continue to provide that service. What if that person is not available in the event of an emergency? Even if we can get access to the piece of equipment, will there be someone who can accomplish the task?

Similarly, in the event of an emergency there will be materials that will need to be replaced. Consideration should be made to the fact that vendors routinely keep less stock on hand. How can you ensure you will have access to the materials that you will need?

Do you have backup personnel identified in the event an initial responder is not available? Is any personnel you have designated to respond in the event your COOP plan is activated committed to respond in some other capacity, i.e., a member of a volunteer fire or medical service, a member of the National Guard? Be sure to confirm designated essential personnel are able to fulfill assignments.

Risk Management Division Website Features

Visit our website at www.state.nd.us/risk/ for standard and updated features including:

- ◆ Personnel e-mail and telephone directory
- ◆ Risk Management Manual
- ◆ Reporting Forms (following page 3.5-1 of the manual)
 - * Incident Report (SFN 50508)
 - * Notice of Claim (SFN 50552)
 - * Motor Vehicle Accident Report (SFN 51301)
 - * Destruction Hold Notice (SFN 52376)
- ◆ Facility Audit and Inspection Checklists (Page 4.3-1)
- ◆ Emergency and Disaster Procedures (Pages 4.5-1 through 4.6-5)
- ◆ Facility Use Agreement Form (Page 5.2-2)
- ◆ Waiver Forms (Pages 5.2-3 & 4)
- ◆ Risk Management Bulletins
- ◆ Discount Application Forms
 - * RM Fund (SFN 53424)
 - * RMWCF (SFN 53425)
 - * Designated Medical Provider (SFN 53758)